Laundry

Buddy Orientation Checklist

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| Job Duties | Date | Trainer’s Initials | Buddy’s Initial’s |
| Show and explain communication book  |  |  |  |
| Show and explain resident room lists for clothing laundry. |  |  |  |
| Show laundry room and explain laundry procedures* Explain the soiled laundry sorting
* Explain how to use the machines
* Explain chemicals used and PPE (chemical fast tags)
* Explain folding procedure and proper body posture
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| Show staff lundry room and storage* Explain where supplies are kept in room
* Explain all chemicals used including what PPE is to be used with each
* Show where MSDS sheets are kept, point out PPE requirement component
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| Go over project work lists and tasks.* Moving in resident labeling .
* Daily cleaning duties
* Monthly cleaning duties.
* Annual cleaning duties.
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| Collecting and throwing out garbage procedure (SWPP) |  |  |  |
| Responding to a Resident Emergency call procedure |  |  |  |
| Show where to find SWPP binder (insert site specific SWPP)* Working alone
* cleaning
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| Go over Job Hazard Assessment in SWPP binder |  |  |  |
| First Aid procedures  |  |  |  |
| Hazard Reporting process  |  |  |  |
| Incident Reporting process |  |  |  |
| Emergancy Response process |  |  |  |
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